



Danny Rhynes Interagency Training Center
602 S. Tippecanoe Ave.
San Bernardino, CA 92408
(909) 382-2984 Fax (909) 382-4192
Email: drtc@fs.fed.us

Memorandum

DATE: January 6, 2015

SUBJECT: L-480 Incident Management Team (IMT) Leadership

TO: Students

You have been selected to attend the L-480 Incident Management Team (IMT) Leadership training session at the Danny Rhynes Interagency Training Center on February 2-6, 2015. Class will begin on Monday, February 2 at 1000 hours and will end around 1200 hours on Friday, February 6, 2015.

Course Description

L-480 will provide future fire service leaders including future Incident Management Team Leaders (Command and General Staff) with the leadership tools to provide strategic direction and influence others to achieve organizational goals. The course is designed to develop personal leadership and command presence skills in order to increase effectiveness in a dynamic fire service work environment.

Objectives

- Introduction of Successful Leadership
- Demonstrate Communications Skills for Leaders
- Understand Command Presence for a Leader
- Understand Situational Awareness, Vision & Change
- Understand Leadership Skills within a Team Environment
- Understand Recognition and Reward
- Learn Mentorship, Coaching & Delegation

Course Coordinator

Dr. Larry Iverson, developer of the L-480 course, will be teaching this course. If you have any questions, please contact him at 206-772-9277.

Pre-Work

1. Complete Motivational Profile and bring to class
2. Read *The Powell Principles* by Oren Harari and *The One Minute Manager Meets the Monkey* by Blanchard and Oncken

****ALL STUDENTS:** Please complete and return the pre-registration form to the training center no later than close of business Monday, January 26, 2015. FAX copies are sufficient.

Tuition

Your tuition cost is \$850.00

Billing Information:

Forest Service (Other Regions): The approved NWCG Nomination Form will be used for payment. This form must include proper agency charge codes and signatures.

Other Federal Agencies: The approved NWCG Nomination Form will be used for payment. This form must include proper agency codes, agreement numbers and signatures.

Other Non Federal Agencies: It is recommended that students pay with check or money order at the facility at the start of class. There is an additional 8% administrative fee added to this tuition charge. If payment is not received, a bill of collection will be issued to your agency.

Cancellations: Cancellations must be made two weeks prior to the course start date. If a cancellation occurs after the two-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course. **The last date to cancel for this course is January 21, 2015.**

If a student cancels within the two-week period and pre work has already been received, the student needs to return pre work to the training facility.

Travel: For travel, lodging information, and local area map navigate on the internet to the DRTC website: <http://www.fs.usda.gov/goto/sanbernardino/travel>

Dress: Students are to wear casual office attire. This means attire suitable for public contact (no shorts, tank tops, flip flops, etc).

Any questions regarding this course may be directed to your unit training coordinator or appropriate training representative. If you are self-sponsored, you may contact the training center directly at drtc@fs.fed.us.

Kristel Johnson
Forest Training Officer, DRTC

Enclosures:

Pre-work

- *Motivational Profile & Instructions*
- *The Powell Principles* by Oren Harari
- *The One Minute Manager Meets the Monkey* by Blanchard and Oncken

PRE-REGISTRATION FORM
DANNY RHYNES INTERAGENCY TRAINING CENTER

FAX: 909-382-4192 or email to drtc@fs.fed.us

ALL Blocks MUST be Completed

Course
Title: L-480 Incident Management Team Leadership **Date:** February 2-6, 2015

Trainee Name _____ **Email** _____

Agency:

FS: Forest: _____ District: _____

Region _____ Unit: _____

Other Agency: _____ *(Ranger Unit/Station)*

(County – City – OES – CHC Student – NPS – BLM – USCG / Use your three letter designator.)

Work Address: _____

(Mailing Address of your unit headquarters.) (City – State – Zip Code)

Phone
Number: _____ **Cell Number:** _____

Supervisor Name/Title _____ **Phone:** _____

Training Officer Name: _____ **Phone:** _____

RETURN THIS FORM TO THE
TRAINING CENTER
BY COB:

January 21, 2015